

BUILDING PERMIT REQUEST INSTRUCTIONS

Building Permit Procedures for construction work conducted on University at Albany property.

The Permit Process ensures that the NYS Uniform Fire Prevention & Building Code and NYS Energy Code requirements applying to University property have been met.

MINIMUM PERMIT REQUEST SUBMITTAL REQUIREMENTS – The permit request shall include the following information:

- The most current Permit Request Application
- Signed and stamped drawings providing the complete structural, mechanical, plumbing and electrical design and specifications.
- Energy Code construction documents, including the registered design professional's Statement of Compliance.
- When applicable, include SWPPP, NOI and DEC Acknowledgement w/ NYR-- number.
- Approved NYS Department of Labor Workers Compensation Board certificates. Reference NYS DOL document SH 439 (2-09).

Demolition & Construction cannot start until a construction permit has been issued by the campus Code Compliance Manager, or Code Coordinator as directed. If a permit has been issued directly by SUCF, OGS or DASNY, construction cannot begin until a copy of the permit has been filed with UAlbany Code Administration.

PROJECT MANAGERS SUBMIT PERMIT REQUESTS

The UAlbany Project Manager (PM) is responsible for submitting a construction permit application to Code Administration. Project Managers must represent the University at Albany as owner of the property answering to the Vice President of Finance & Administration. PM's must be under the direct supervision of a registered design professional. The application code checklist should be completed by a NYS registered designer.

CONSTRUCTION PERMIT PROCESS

- √ SEQRA Determination - All action which may affect the environment is subject to review under SEQR. Coordinate with the UAlbany Office of Campus Planning.
- √ Stormwater Notice of Intent and Storm Water Pollution Prevention Plan if required. Silt control is a requirement for design and construction even if NYS DEC permit is not needed.
- √ Building Permit Application/checklist must be completed and submitted by a University at Albany designated representative.
- √ Construction documents shall be prepared by a registered design professional as required by the NYS Education Law Articles 145 and 147.
- √ Two sets¹ of signed and stamped construction documents to support a determination that the intended work is in accordance with the requirements of the NYS Uniform Fire Prevention & Building Code.
- √ Provide verification of a short circuit study determining fault levels and coordination with over-current protective devices per NFPA 70-2017 for new electrical distribution.
- √ Review by Code Administration and issuance of the Building Permit. Allow two weeks for code review. Incomplete or non-compliant applications may result in delays.

REQUIREMENTS FOR CODE COMPLIANCE CERTIFICATE

- Follow-up tests and inspections as specified on the permit may include, but not be limited to abatement/demolition, underground utilities, mechanical, electrical, plumbing, fire systems, structural and silt control.
- Substantial Completion Certificate – acceptance by the registered design professional and acceptance documentation.
- Compliance Certificate is issued by the Code Compliance Manager, or Code Coordinator as directed.

- New SUCF, OGS or DA construction should first be inspected by NYS DHSES Office of Fire Prevention and Control.
- No occupancy and/or use of a property is permitted prior to the issuance of a Compliance Certificate.

SUBMIT PERMIT REQUEST AND RELATED DOCUMENTS TO:

Code Compliance Manager

Karl Kilts
518-442-3400
kkilts@albany.edu

Code Coordinator

Eric Fletcher
518-442-3367
efletcher@albany.edu

MORE INFORMATION:

<https://www.albany.edu/facilities/code.html>

The permit process also provides a checkpoint for some Executive Orders, Trustees Resolutions & Mandates that the university has adopted as a construction requirement. A partial list of requirements beyond the NYS Uniform Fire Prevention of Building Code are:

- Governor's Executive Order 88 - Specific conservation measures for new construction and alterations affecting design, construction, commissioning, operations and maintenance. Conditionally requires US GBC Leed certification. For OGS design guide, see <http://www.ogs.state.ny.us/dnc/generalinfo/designmanual/09050GreenCleanBuildings.doc>
- SUNY Trustees Resolution – Fire Alarm systems in existing residences must meet a more stringent standard than NFPA 72.
- Environmental Standards – Guidance is available from <http://www.dec.ny.gov/65.html>
- Laboratory Standards – OSHA references Lab Prudent Practices as generally accepted lab standards.
- Labor Law OSHA 10-hour Safety Training mandate for state projects over \$250,000.

CONSTRUCTION SAFETY

All construction and demolition operations shall be conducted in consideration of the requirements found in the following references:

2020 Building Code of New York State, Chapter 33 Safeguards During Construction

2020 Fire Code of New York State, Chapter 30 Fire Safety During Construction and Demolition

2020 Existing Building Code of New York State, Chapter 15 Construction Safeguards

NFPA 241-2013 Standard for Safeguarding Construction, Alteration, and Demolition Operations

NFPA 70E-2021 Standard for Electrical Safety in the Workplace

CONSTRUCTION PERMIT REQUEST

DATE _____

This request must be fully completed by a UA project manager and forwarded to the University at Albany Code Compliance Manager. Applications cannot be reviewed and processed until all supporting information has been provided.

THE CONSTRUCTION PERMIT PROCESS IS IN ACCORDANCE WITH THE RULES GOVERNING THE ADMINISTRATION AND ENFORCEMENT OF THE UNIFORM FIRE PREVENTION AND BUILDING CODE (PART 1204 OF TITLE 19 NYCRR). THE PERMIT IS VALID ONLY FOR THE PREMISES AND WORK DESCRIBED HEREIN AND MAY BE REVOKED SUBJECT TO REVIEW BY THE CODE COMPLIANCE MANAGER.

1. UA PROJECT MANAGER: _____ Signature _____

INITIAL/PRELIMINARY SUBMITTAL RESUBMITTAL OF REQUEST # R- _____

2. CONTRACTOR NAME _____ **BUSINESS ADDRESS** _____

GC'S FEDERAL ID _____

3. INDICATE OWNERSHIP OF PROPERTY WHERE CONSTRUCTION IS LOCATED:

- Owned by University at Albany
- OGS Lease (to coordinate w/OGS)
- Private Lease – UA maintain rights of entry, rights to make improvements or repairs to the building, have nearly total discretion with regard to use or alteration of the building, or be obligated for taxation or payments in lieu of taxes.

4. PROJECT INFORMATION:

PROJECT/WORK ORDER NUMBER:

PROJECT DESCRIPTION:

PROJECT ESTIMATE:

CLIENT:

THE OFFICIAL BCI BUILDING NO.'s:

THE ACTUAL PSI ROOM NO's:

DATE OF PERMIT DRAWING SET:

5. INCLUDE SET of final drawings sealed and signed by NYS registered architect or engineer, include code analysis - **Full scope drawings must include campus signatures.**

6. PROOF OF WORKERS COMPENSATION & DISABILITY INSURANCE

7. ATTACHED BUILDING PERMIT CHECKLIST; completed & signed by registered design professional and UA Director of Architecture, Engineering & Construction Management. Note that we will review a preliminary code analysis if only the PART 1 section is submitted with this request. A preliminary review is recommended for change of occupancy and projects exceeding \$250,000 in value.

This CONSTRUCTION PERMIT CHECKLIST provides supporting information for all issues relating to the Building Code of New York State and refers to work described on page 1 of this permit application form.

BUILDING CODE OF NEW YORK STATE - CODE CHECKLIST

Project Type: *(Check all that apply.)*

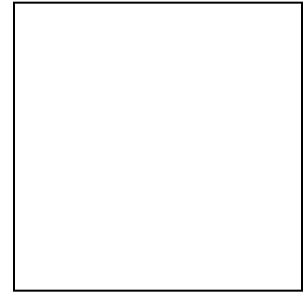
- New Building
 Repair
 Alteration LVL1
 Alter. LVL2
 Alter. LVL3
 Change of Occupancy
 Addition
 Historic Building
 Existing Building Code – Chapter 12 Compliance Alternatives *(include with this review.)*

CODE CHECKLIST – PART 1 (TO BE COMPLETED AT PROGRAM PHASE FOR CAPITAL PROJECTS)

LEGEND: NA: Not Applicable; NR: Not Required, NP: Not Permitted FC: Fire Code; PC: Plumbing Code; MC: Mechanical Code; FGC: Fuel Gas Code, ECCC: Energy Conservation Construction Code; BC: Building Code; EBC: Existing Building Code; EO: Executive Order			
Subject	Code	Description	Comment
New Construction or Alteration	NYSBC or NYSEBC		
Prescriptive Compliance Method For Existing Buildings	EBC Chapter 5		
Occupancy Classification	BC Chapter 3		
Mixed Occupancies	BC Section 508		
Construction Classification	BC Chapter 6		
Automatic Sprinkler Systems	BC Section 903		
Completed Owner's Sprinkler Certificate	NFPA 13-2016, CH. 4. 23		
Height of Building (in stories)	BC Section 504		
Allowable Floor Area (sq. ft.)	BC Section 506		
Unlimited Area Buildings	BC Section 507		
Egress & Travel Distance	BC 1017		
Number of Exits and Exit Access Doorways	BC 1006		
20 %Less Energy vs. NY Bldg Code	EO 88, Existing		
20 % Less Energy vs. NY Bldg Code	EO 88, New		
Special Inspections are Needed	BCNYS Chapter 17 for all structural work		Special Inspection Form DCA 601 is required
SEQR Declaration	6NYCRR Part 617		
SWPPP Storm Water Pollution Prev. Plan	NOI is filed with DEC	Director is also MS4 Coordinator	Include NOI and DEC acknowl.



NYS Seal



DESIGNER'S CERTIFICATION

I, the undersigned do hereby certify that to the best of my knowledge and belief the information shown on these drawings and specifications bearing my seal complies with the applicable requirements of the NYS Uniform Fire Prevention and Building Code. A NYS Dept. of State variance decision is attached, if applicable.

Licensed Professional

Name: _____

Signature: _____

Lic. No. _____

UNIVERSITY REVIEW & RECOMMENDATION

The referenced drawings, specifications, code analysis and special inspection requirements have been reviewed by direction of University at Albany Department of Architecture Engineering & Construction Management as part of the permit application and I request the Code Compliance Manager issue a Construction Permit in accordance with NYCRR 19 Part 1204.

Director of AECM or CNSE Planning: _____

Signature: _____

Date: _____



CODE CHECKLIST – PART 2

No.	Topic	Building Code Section <i>(unless otherwise noted)</i>	Required/ Allowed	Actual	Comment
1	Fire Apparatus Access Road	FC503.1			
2	Area limitations	BC509.3			
3	Mixed use and occupancy	BC508			Attach analysis.
	Non-separated Uses	BC508.3			
	Separated Uses (Ratio ≤ 1)	BC508.4			
4	High Rise Buildings	BC403			
	Automatic sprinkler system	BC403.3			
	Fire Alarm System	BC403.4.2			
	Standby Power	BC403.4.8			
	Emergency Power	BC403.4.8			
5	Atriums	BC404			
	Automatic Sprinkler Protection	BC404.3			
	Smoke Control	BC404.5			
	Enclosure of atriums	BC404.6			
	Standby Power	BC404.7			
6	Control Areas	BC414.2			Provide additional information indicating number, size, materials stored, and quantity of each material.
7	General	BC501, Table 503			Provide additional information in Worksheet B below.
8	General/ Fire-Resistance Rating Requirements For Exterior Walls Based On Fire Separation Distance	BC602.1 Table 602			
	Exterior Fire Separation Distance Fire resistance rating requirements	BC602.1 Table 602			
9	Scope	BC701.1			
	Exterior Wall: Allowable Area of Openings	BC705.8.1			Attach analysis.
	Unprotected opening	BC705.8.3			
	Protected opening	BC705.8.2			
	Exterior Wall: Vertical Separation of Openings	BC705.8.5			
	Parapets	BC705.11			
	Fire Walls	BC706			
	Fire Barriers	BC 707			
	Shaft Enclosures	BC713			
	Fire Partitions	BC708			
	Smoke Barriers	BC709			
	Penetrations	BC714			
	Fire resistant and joint systems	BC715			
	Opening Protectives	BC716			
	Concealed Spaces	BC718			
10	Scope	BC 801			
	Wall and Ceiling: Exits	BC803.1			



	Wall and Ceiling: Exit Access	BC803.1			
	General	BC803.1			
	Interior floor finish	BC804			
11	Fire Protection: General	BC901			
No.	Topic	Building Code Section <i>(unless otherwise noted)</i>	Required/ Allowed	Actual	Comment
11 cont.	Automatic Sprinkler System	BC903			
	Alt. Fire Extinguishing System	BC904			
	Standpipe System	BC905			
	Portable Fire Extinguishers	BC906			
	Fire Alarm and Detection System	BC907			
	Smoke Detection System	BC907			
	Emergency Voice/Alarm Communication Systems	BC907.5.2.2			
	Smoke and Control System	BC909			
	Smokeproof Enclosure	BC909.20			
	Fire Command Center	BC911			
	Emergency Responder	BC918			
	Radio Coverage	FC510			
12	General	BC1001.1			Also provide additional information below.
	Exit Signs	BC1013			
	Means of Egress Illumination	BC1008			
	Accessible Means of Egress	BC1009			
	Area of Refuge	BC1009.6			
	Unlatching	BC1010.1.9.6			
	Interior Exit Stairways and Ramps	BC1023			
	Handrails	BC1014			
	Panic and Fire Hardware	BC1010.1.10			
	Ramps	BC1012			
	Door Arrangement	BC1010.1.8			
	Common Path of Travel	BC1006.2.1			
	Construction	BC1020.1			
	Width and Capacity	BC1020.2			
	Dead Ends	BC1020.4			
	Egress Based on Occupant Load	BC1006.3.2			
	Construction	BC1020.1			
	Smoke-proof Enclosure	BC1023.11			
	Horizontal Exit	BC1026			
	Exterior Exit Stairways and Ramps	BC1027			
	Assembly	BC1029			
13	Accessibility: General	BC1101 ICC/A117.1(2009)			



	Accessible Route	BC1104			
	Accessible Entrance	BC1105			
	Parking	BC1106			
	Group R-2	BC1106.2			
	Toilet Rooms	BC1109.2			
	Signage	BC1111			
14	Access to Occupied Spaces	BC1208			
15	Yards/Courts	BC1205.2 / 1205.3			
	Temperature Controls	BC1203			
16	General	BC1301/ECCC			Included in Worksheet A below...
No.	Topic	Building Code Section (unless otherwise noted)	Required/ Allowed	Actual	Comment
17	Fire Classification	BC1505			
	Roof Covering	BC1507			
18	General	BC1601			Provide additional information below.
19	General	BC1801			Provide additional information below.
20	Safety Glazing	BC2406			
21	General	BC2701			
	Emergency and Standby Power	BC2702			
	Semiconductor fabrication facilities	BC2702.2.15			
	Exhaust Systems	BC2702.2.5			
	High Rise buildings	BC2702.2.11			
	Elevator	BC2702.2.2			
	Group 1-3 Occupancies	BC2702.2.9			
22	General	BC2801			
	Ducts and Air Transfer Openings	BC717			Refer to BC716.5 for specific requirements.
	Smoke Detection Systems Control	MC606			
	Combustion Air	MC701 & FGC304			
	Chimneys, Flues and Gasvents	MC801 & FGC501			Provide diameter of chimney/gasvents.
23	Plumbing	BCCH29			
No.	Topic	Building Code Section (unless otherwise noted)	Required/ Allowed	Actual	Comment
	Minimum Plumbing Facilities	BC2902, PC403			
	Maximum Consumption	PC604.4			
	Available Street Water Pressure				
	Fixture Units	PC709			
	House Traps	PC1002.6			
	Domestic violence policy	Labor Law Art. 10-A			See Labor Law Art. 10-A for piping materials.
24	Elevator Emergency Operation	BC3003			
	Elevator Lobbies and Hoist way opening protection	BC3006			

25	Identification of truss type construction	FC505.3			See Title 19 NYCRR, Part 1264 at http://www.dos.state.ny.us/code/trussID.htm
26	Historic buildings	EBC Chapter 12			

WORKSHEET (A)
Energy Code Compliance (Note: citations refer to the Energy Conservation Construction Code (ECCC).

Compliance Method				
Residential _____ Yes (If yes, indicate compliance method below). _____ No				
Energy Conservation Construction Code of New York State Residential, one- and two-family dwelling with glazing area <15%>□15%				
Commercial _____ Yes (If yes, indicate compliance method below.) _____ No				
Energy Conservation Construction Code of New York State				
Exempt Building? _____ Yes (If yes, describe exemption type below). _____ No				
Heating and cooling load calculations:		Attach calculations for all systems.		
Equipment: (Fill in values below as applicable.)				
Equipment Type	Fuel	Rating/Size	Efficiency	Type
Water Heaters	_____	_____	_____	
Storage Tanks	_____	_____	_____	
Boilers	_____	_____	_____	Steam Hot Water
Furnaces	_____	_____	_____	
Chillers	_____	_____	_____	
Condensers	_____	_____	_____	
Cooling Towers	_____	_____	_____	
Air Conditioners	_____	_____	_____	Air Cooled Water Cooled
Heat Pumps	_____	_____	_____	Air Cooled Ground Water Water Cooled Ground Source
Package units	_____	_____	_____	Heating Cooling
Unit heaters	_____	_____	_____	
Transformers	_____	_____	_____	
Lighting W/ft²:				
Building:	_____	Tenant Areas:(List all that apply.)		

WORKSHEET B. Allowable Area, Height and Exits

STORY NO.	BLDG. AREA PER STORY (ACTUAL)	TABLE AREA	AREA FOR OPEN SPACE INCREASE ¹	AREA FOR SPRINKLER INCREASE ²	ALLOWABLE AREA

¹ Open space area increases from BC are computed thus:

- Perimeter which fronts a public way or open space having 20 feet minimum width = ___ (F)
- Total Building Perimeter = ___(P)
- Ratio (F/P) = ___(F/P)
- W = Minimum width of public way = ___(W)
- Percent of frontage increase $I_f = 100 [F/P - 0.25] \times W/30 = \underline{\quad}(\%)$

² The sprinkler increase per BC is as follows:

- Multi-story building $I_s = 200$ percent
- Single story building $I_s = 300$ percent

MAXIMUM BUILDING AREA¹

Maximum Building Area = number of stories in the building times max allowable floor area (A) but not greater than 3 x A.

ACTUAL:	ALLOWABLE:
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ALLOWABLE HEIGHT (BC503, BC504)

	ACTUAL	ALLOWABLE (TABLE 503)	INCREASE FOR SPRINKLERS
Building Height in Feet		Feet:	Feet = H + 20' =
Building Height in Stories		Stories:	Stories + 1 =

NUMBER AND ARRANGEMENT OF EXITS (BC1003-BC1022)

FLOOR, ROOM OR SPACE DESIGNATION	MINIMUM NUMBER OF EXITS		TRAVEL DISTANCE		ARRANGEMENT MEANS OF EGRESS	
	REQUIRED	ACTUAL	ALLOWABLE	ACTUAL	REQUIRED DISTANCE BETWEEN EXIT DOORS	ACTUAL DISTANCE SHOWN ON PLANS

WORKSHEET C. Plumbing Fixture Requirements (BC2902.1)								
OCCUPANCY	WATERCLOSETS		URINALS	LAVATORIES		SHOWERS/ TUBS	DRINKING FOUNTAINS	
	MALE	FEMALE		MALE	FEMALE		REGULAR	ACCESSIBLE

WORKSHEET D. Structural Design

Design Loads

Importance Factors: Wind (I_W): _____
 Snow (I_S): _____
 Seismic (I_E): _____

Live Loads: Roof _____ psf Dead Loads (1606): Roof _____ psf
 Floor _____ psf Floor _____ psf

Snow Load C_e : _____ C_t : _____ P_g : _____ psf P_s : _____ Psf

Wind Load Basic Wind Speed (3 sec. gust) _____ mph (ASCE-7-02)
 Exposure Category _____
 Exterior Components and Cladding: Interior Zones _____ psf
 End Zones _____ psf
 Corner Zones _____ psf

Seismic Requirements

Seismic Use Group _____

Site Class _____

Spectral Response Acceleration S_S _____ %g S_1 _____ %g
 S_{MS} _____ %g S_M _____ %g
 S_{D_s} _____ %g S_D _____ %g
 1
 1

Seismic Design Category _____

SEISMIC DESIGN CATEGORY A Compliance with Section BC1616.4 only: Yes No

SEISMIC DESIGN CATEGORY B, C, AND D (Provide the following Seismic Design parameters.)

Basic Structural System: (Check one.) Bearing Wall Dual w/ Special Moment Frame
 Building Frame Dual w/ Intermediate R/C or Special Steel
 Moment Frame Inverted Pendulum

Analysis Procedure Simplified Equivalent Lateral Force Modal

Architectural, Mechanical, Components anchored? Yes No

LATERAL DESIGN CONTROL Earthquake _____ Wind _____

Foundations

SOIL BEARING CAPACITIES

Field Test (Provide copy of test report.) _____ psf Presumptive Bearing capacity _____ psf

Pile size, type and capacity _____

UAlbany Construction Permit Application

Appendix A:

Required Insurance

New York State Department of Labor

SH 439 (2-09)



New York State Department of Labor

Division of Safety and Health
Gov. W. Averell Harriman State
Office Building Campus
Albany, NY 12240

Required Insurance

The *only* forms which are accepted as proof of **Workers' Compensation Insurance** are as follows:

<i>Form #</i>	<i>Form Title</i>
C-105.2	Certificate of Workers' Compensation Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)
U-26.3	State Insurance Fund Version of the C-105.2 form.
SI-12	Certificate of Workers' Compensation Self-Insurance.
GSI-12	Certificate of Group Workers' Compensation Self-Insurance.
GSI-105.2	Certificate of Participation in Workers' Compensation Group Self-Insurance

Please contact the Workers' Compensation Board Bureau of Compliance at (518) 486-6307 to request forms or ask general questions pertaining to these forms. Forms may also be obtained from their website at www.wcb.state.ny.us.

Disability Insurance is required in New York State if the applicant is a “covered employer” as defined by New York State Law. The *only* forms which are accepted as proof of **Disability Insurance** are as follows:

<i>Form #</i>	<i>Form Title</i>
DB-120.1	Certificate of Disability Benefit Insurance
DB-155	Certificate of Disability Benefit Self-Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)

Please contact the Disability Benefits Bureau at (518) 474-6681 to request forms or ask general questions pertaining to these forms.

ACORD Forms are not accepted as proof of insurance coverage.

Company or Entity names must appear uniform and consistent on all forms submitted.

All insurance forms submitted must show current coverage!